

**To:** Rogers, LisaM[Rogers.LisaM@epa.gov]; Joanna Stancil[joannastancil@fs.fed.us]  
**From:** Minter, Marsha  
**Sent:** Tue 3/14/2017 3:34:22 PM  
**Subject:** Re: Travel for Kassandra Rice's URGENT

Can you call into a conference call @ 11:40am? Ex. 6 - Personal Privacy

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**From:** Rogers, LisaM  
**Sent:** Tuesday, March 14, 2017 11:28:49 AM  
**To:** Minter, Marsha; Lewis, Sheila; Reed, Veda  
**Subject:** RE: Travel for Kassandra Rice's URGENT

Hi Marsha,

Yes, I'm at 202-617-6458. Meanwhile, please see attached. If you all change, I'm waiting to hear response. Thank you.

Lisa M. Rogers ([rogers.lisam@epa.gov](mailto:rogers.lisam@epa.gov))

Environmental Protection Specialist

Funds Certifier for the Office of

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U.S. Environmental Protection Agency

Washington DC

202-564-0736 office

202-617-6458 iPhone

**From:** Minter, Marsha  
**Sent:** Tuesday, March 14, 2017 11:26 AM  
**To:** Rogers, LisaM <Rogers.LisaM@epa.gov>; Lewis, Sheila <Lewis.Sheila@epa.gov>; Reed, Veda <Reed.Veda@epa.gov>  
**Subject:** Re: Travel for Kassandra Rice's URGENT

Is there a # that Joanna and I can call you to discuss and clarify-thanks!

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**From:** Rogers, LisaM  
**Sent:** Tuesday, March 14, 2017 11:17:19 AM  
**To:** Minter, Marsha; Lewis, Sheila; Reed, Veda  
**Subject:** RE: Travel for Kassandra Rice's URGENT

This \$1943 flight in question was for travel just to and from the HBCU conference.

Lisa M. Rogers ([rogers.lisam@epa.gov](mailto:rogers.lisam@epa.gov))

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**From:** Minter, Marsha  
**Sent:** Tuesday, March 14, 2017 11:11 AM  
**To:** Lewis, Sheila <[Lewis.Sheila@epa.gov](mailto:Lewis.Sheila@epa.gov)>; Rogers, LisaM <[Rogers.LisaM@epa.gov](mailto:Rogers.LisaM@epa.gov)>; Reed, Veda <[Reed.Veda@epa.gov](mailto:Reed.Veda@epa.gov)>  
**Subject:** Re: Travel for Kassandra Rice's URGENT

Hi-- just confirming that Kassandra is set for HBCU but is not traveling to South Dakota.

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**From:** Lewis, Sheila  
**Sent:** Tuesday, March 14, 2017 9:27 AM  
**To:** Rogers, LisaM; Reed, Veda; Minter, Marsha  
**Subject:** RE: Travel for Cassandra Rice's URGENT

Lisa and Veda – Sr. Management decision to cancel this trip.

Appreciate your assistance and support.

Thank you

**Sheila Lewis**

**Deputy Director / USEPA Office of Environmental Justice**

**1200 Pennsylvania Ave., NW /Washington, D.C. 20460**

**202.564.0152 office /202.501.1107 fax /202.306.7009 cell**

Tell me, I forget. Show me, I might remember. Involve me and I will understand. - Confucius, 450 BCE

**From:** Rogers, LisaM  
**Sent:** Tuesday, March 14, 2017 8:55 AM  
**To:** Reed, Veda <[Reed.Veda@epa.gov](mailto:Reed.Veda@epa.gov)>; Minter, Marsha <[Minter.Marsha@epa.gov](mailto:Minter.Marsha@epa.gov)>  
**Cc:** Lewis, Sheila <[Lewis.Sheila@epa.gov](mailto:Lewis.Sheila@epa.gov)>  
**Subject:** RE: Travel for Cassandra Rice's URGENT  
**Importance:** High

Good Morning Veda,

I did not see an amended TA for the Cassandra Rice to go round trip from New Orleans to California as we discussed. We already discussed that due to last minute scheduling, and New Orleans being completely sold out for hotel rooms on 03/14, the flight to South Dakota was way over budget.

I just hung up with the Travel Help Desk. Angel sees the updated itinerary with Cassandra flying

out tomorrow to and from her home McKinney (sp?), but the cost says \$1943.73! It's now routing to Sheila for approval.

Lisa M. Rogers ([rogers.lisam@epa.gov](mailto:rogers.lisam@epa.gov))

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**From:** Reed, Veda

**Sent:** Monday, March 13, 2017 7:00 PM

**To:** Minter, Marsha <[Minter.Marsha@epa.gov](mailto:Minter.Marsha@epa.gov)>

**Cc:** Lewis, Sheila <[Lewis.Sheila@epa.gov](mailto:Lewis.Sheila@epa.gov)>; Rogers, LisaM <[Rogers.LisaM@epa.gov](mailto:Rogers.LisaM@epa.gov)>

**Subject:** Travel for Kassandra Rice's participation in the HBCU and AIHEC conferences

**Importance:** High

Marsha,

Per my conversation with Sheila and Lisa, it appears that the cost of having Ms. Rice participate in the HBCU and the AIHEC conferences exceeds the amount of allowable funding.

**HBCU Conference**

Reservations were originally made for Ms. Rice under the assumption that she would be leaving from Arcata, CA on the 14<sup>th</sup> and because there was a chance that lodging would be provided for that extra day due to how far she had to come (CA). The cost of this flight was \$1,218. It has since been brought to my attention by Lisa that lodging for the 14<sup>th</sup> was not available; thus, Ms. Rice would need to arrive on 3/15. This change in travel resulted in an increase in the fare from \$1,218 to \$1,412.00. **Currently booked by BCD Travel.**

### **AIHEC Conference**

I was notified today that Ms. Stancil was approved to attend the AIHEC conference; therefore, Ms. Rice would also be attending—if funding permitted. The attendance at the AIHEC conference will acquire additional costs to go from NOLA to Rapid City, SD back to Arcata, CA at a total cost of entire airfare of \$3,853.00, roundtrip.

This does not include her lodging (plus tax), per diem, and transportation from home to the airport and return.

As mentioned above, I have booked her reservation for the HBCU Conf. if you conclude that she can only attend that one and the cost of airfare to attend this one conference is \$1,412.00, round trip. If you decide she can attend the AIHEC also, the closer we get to the date of travel, the higher the cost—which could change by the hour.

If you have any questions about the above, please let me know early tomorrow.

Hope you had a grand vacation!

See you soon.

Veda E. D. Reed, MBA, SEE | Hotline Support/Program Assistant

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